

Objective Setting Workbook 3

Activate your true potential today!



Freedom Learning - for everyone for life!

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Key points

- **A.C.H.I.E.V.E. Acronym**

- Action Plan
- Commitment
- Hold Yourself Accountable
- Inspire & Motivate
- Embrace Challenges
- Visualize Success
- Evaluate & Adjust

- **Why It Matters**

- A clear action plan turns goals into tasks.
 - Accountability and commitment sustain momentum.
 - Inspiration and visualization keep you engaged.
 - Challenges fuel growth when embraced.
 - Ongoing evaluation ensures you stay on course.
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Exercises

Take your SMART objective from Video 2 and, in the table below, fill in one or two bullet-point actions for each ACHIEVE element.

ACHIEVE Step	Actions to Take								
A – Action Plan	<ul style="list-style-type: none"> • Break goal into 4 weekly milestones• List daily “micro-tasks” for each <table> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>								
C – Commitment	<ul style="list-style-type: none"> • Block 30 min/day in calendar• Set weekly review reminder 								
H – Accountability	<ul style="list-style-type: none"> • Share goal with a friend/mentor• Use an app to track completion <table> <tr><td></td></tr> </table>								
I – Inspire & Motivate	<ul style="list-style-type: none"> • Find 3 role models to study• Create a vision board with success images <p>Role Model #1</p> <table> <tr><td></td></tr> </table> <p>Role Model #2</p> <table> <tr><td></td></tr> </table> <p>Role Model #3</p> <table> <tr><td></td></tr> </table>								
E – Embrace Challenges	<ul style="list-style-type: none"> • Identify 2 potential roadblocks• Plan “Plan B” for each <table> <tr><td></td><td></td></tr> </table>								
V – Visualize Success	<ul style="list-style-type: none"> • Spend 5 min each morning visualizing• Write a “future self” letter 								
E – Evaluate & Adjust	<ul style="list-style-type: none"> • Weekly scorecard of progress• Adjust tasks if behind by >10% 								

Activities

Activity 1: Peer Accountability Partner

- **Pair up** with a colleague or friend.
- **Exchange** your ACHIEVE plans.
- **Agree** to check in weekly, celebrate wins, and troubleshoot challenges.

Activity 2: Mid-Week Checkpoint

- **Schedule** a mid-week 10-minute self-review.
 - **Use** a simple 1–5 scale: “How committed am I today?”
 - **Adjust** your tomorrow’s plan based on your score.
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Reflections

1. **Action Plan:** Which micro-task feels most crucial—and why?

2. **Commitment:** What obstacle might tempt you to skip your daily block, and how will you resist?

3. **Challenges:** Which potential setback scares you most—and how can you reframe it as an opportunity?

Text Field

4. **Visualization:** How do you feel immediately after your visualization practice?

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Action Plan

1. **Finalize** your ACHIEVE plan in writing—today.
 2. **Schedule** calendar blocks for daily action and weekly reviews.
 3. **Recruit** an accountability partner and set up your first check-in.
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Final Summary

Success isn't just about setting a SMART goal—it's about ACTING SMART every day. The ACHIEVE framework turns ambition into a step-by-step journey. By planning deliberately, committing fully, staying accountable, fueling your motivation, embracing challenges, visualizing your triumph, and continuously evaluating your progress, you transform your objective from a dream into reality. Remember: small, consistent actions produce remarkable outcomes.

Good luck, and keep practicing !

Inspiring Quote "The future depends on what you do today." — Mahatma Gandhi